

DEPUTY SHERIFF

GENERAL STATEMENT OF DUTIES

Performs law enforcement duties for the Randolph County Sheriff's Office.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs a variety of law enforcement duties in one of the major divisions of the Sheriff's Office. Considerable tact and firmness are required in frequent public contact. Work is performed in accordance with established policies and procedures and is supplemented by frequent specific instructions from an administrative superior. Employee is expected to exercise independent judgment and discretion in varying situations after becoming familiar with assigned duties. Work is evaluated in terms of adherence to departmental policies, effectiveness with which assigned duties are performed, periodic conferences and through review of records and reports.

ILLUSTRATIVE EXAMPLES OF WORK

- Patrols an assigned zone of the county; responds to emergencies, and renders appropriate aid.
- Responds to reports of criminal activity to include assisting in investigating crimes and disturbances; interviewing witnesses, gathering evidence, interrogating suspects, and making arrests; prepares initial investigation report.
- Transports inmates, mental patients, and intoxicated persons to institutions for confinement or treatment.
- Serves civil and criminal court papers such as summons, warrants, subpoenas, capiases, and special court orders; explains briefly the meaning of papers served and makes arrests when necessary; remains on the scene after serving certain civil papers until the civil process is completed.
- Opens and closes courts at designated times; maintains order in the courtroom; assists defendants in completing affidavits; swears defendants in; seats jury in place when selected; escorts trial jury to jury room when directed by judge; assists and escorts grand jury.
- Cooperates with law enforcement officers of other governmental units in making investigations or arrests.
- Provides drug education and resistance programs for elementary school children.
- Performs outreach and public relations activities with members of the community to include speaking to school groups and civic organizations.
- Performs related work as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of Federal, State, and local laws to be enforced.
- Working knowledge of policies, procedures, and methods used in maintaining order, making investigations, and serving warrants and civil papers.
- Working knowledge of court processes and procedures.
- Working knowledge of modern law enforcement practices and procedures.
- Working knowledge of county, state, and federal laws relative to civil and criminal processes.
- Working knowledge of the content and purpose of legal papers, and the practices involved in serving them.
- Working knowledge of the County road system and location of communities.
- Working knowledge of enforcement agencies and other governmental units.
- Skill in the use of firearms and other law enforcement equipment; including operation of vehicles.
- Ability to exercise sound judgment in emergency and routine situations and to adopt quick, effective, and reasonable courses of action.
- Ability to apply interpretation of laws to specific situations.
- Ability to deal tactfully and firmly with the general public.
- Ability to maintain effective working relationships with fellow employees, crime victims and their families, and community personnel.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from high school; or an equivalent combination of education and experience.

SPECIAL REQUIREMENT

Refer to the N.C. Criminal Justice Training and Standards Council Act and the N.C. Criminal Justice Training and Standards Council for employment, education, and training standards for law enforcement officers.

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

An employee assigned to Identification Technician:

- Collects, identifies, packages, preserves and processes crime scene evidence;
- Photographs and video tapes crime scenes;
- Conducts forensic tests;
- Prepares crime scene reports and sketches;
- Enters data concerning evidence into Sheriff's Office computer system;
- Testifies in court to present evidence obtained and procedures used to identify supporting evidence;
- Disposes of all contraband and other illegally possessed items in accordance with legal requirements and court orders.

An employee assigned to Drug Abuse Resistance Education (D.A.R.E.):

- Educates students concerning legal and illegal drugs and ways to resist drug usage;
- Interacts with school administration officials and teachers regarding D.A.R.E. programs;
- Serves as resource to students and their parents on drug abuse resistance.

An employee assigned to Bailiff:

- Screens public for weapons upon entry to courthouse;
- Operates security equipment;
- Escorts inmates within courthouse;
- Opens and recesses court;
- Maintains order within the courtroom;
- Guards and transports prisoners.

An employee assigned to Transportation:

- Transports inmates to prisons and jails and mental patients to appropriate institutions;
- Provides security for inmates, court officials, jurors, witnesses and others;
- Provides protective escort; maintains order at public gatherings.

An employee assigned to Desk Officer:

- Receives incoming calls to the Sheriff's Department such as reports of criminal activity and dispatches appropriate law enforcement;
- Prepares and serves civil and criminal process papers;
- Maintains records and reports.

Special Note – This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.

Randolph County 1/2002